

LANCASTER COUNTY GRANT COORDINATOR

NATURE OF WORK

This is professional work assisting County departments in seeking and maintaining federal, state and local grant monies.

Work involves assisting County administrative staff in identifying programmatic needs, locating funding sources, completing grant applications and securing grant funding. Work also involves gathering program/project data, forecasting and completing program budgets and maintaining budget records to insure progress report timelines are met. Supervision is received from the Human Services Administrator with work reviewed in the form of reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Meet with appropriate personnel to discuss program ideas, identify funding needs and consider potential grant opportunities; research, request and complete grant applications in accordance with programmatic concepts; notify departments of grant awards and assist in program development, program evaluation and required progress reports.

Work with departmental administrative staff to obtain program/project data in order to prepare grant proposals and reports; recommend and assist in the development of policies and procedures for programs supported by grant monies; act as technical resource for departmental staff responsible for implementing grant objectives.

Assist in coordinating joint grant requests and follow-up activities between community and governmental entities; establish and maintain a network of community and regional personnel involved in similar grant activities; perform routine clerical duties including data entry, typing, reception and file maintenance tasks.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the fundamental principles and practices of grant acquisition and management.

Knowledge of data collection, data analysis and data management methods and techniques.

Knowledge of personal computer software and common data management and word processing applications.

Some knowledge of public budgetary and accounting processes and protocols.

Ability to maintain comprehensive records and filing systems.

Ability to establish and maintain effective working relationships with elected and appointed officials, community representatives, coworkers and the general public.

Ability to examine problems and offer workable solutions.

Ability to collect, analyze and interpret information and data into statistical and written reports.

Ability to present ideas concisely both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public or business administration or human services related field plus some experience in grant writing, grant management and/or accounting.

MINIMUM QUALIFICATIONS

Associate's degree or equivalent in business or public administration, accounting or human services related field with some experience in grant writing or grant management or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

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